

CHASE

CHASE

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Special benefits for Chase checking customers! Take advantage of exclusive offers on many Chase products. To learn more visit chase.com/exclusives or talk to a banker today!

My Transaction Summary

Transaction #128
Account Number Ending In: 0515
Checking Deposit \$2,904.43
Cash Amount \$2,904.43

Further review may result in delayed availability of this deposit

.....
JPMorgan Chase Bank, N.A.
Hudson Street, Branch 000243
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
11/30/2010 14:45

Business Date 11/30/2010
Session #47

Thank you - Milay
Cashbox #04

SPECIAL BENEFITS JUST FOR BEING A

CHASE CHECKING CUSTOMER

TALK TO A BANKER TODAY OR
VISIT CHASE.COM/EXCLUSIVES

Restrictions and limitations apply
JPMorgan Chase Bank, N.A. Member FDIC.

INTRODUCING

CHASE EXCLUSIVESSM

**BETTER
RATES**

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A

CHASE CHECKING CUSTOMER

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INTRODUCING

CHASE EXCLUSIVESSM

**BETTER
RATES**

MORE



TransSource

DATE 11/30/10

DEPOSIT TICKET

	DOLLARS	CENTS
CURRENCY	2904	43
COIN		4
CHECKS	LIST EACH SEPARATELY	
1		
2		
3		
4		
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20		

DEPOSIT PREPARED BY *CM*

DEPOSIT VERIFIED BY *NIA*

PRINT NAME *GPELLE MITCHEL*

DEPOSIT BAG # *127608948*

TOTAL *2904 43*

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

TO REORDER CALL 1.888.720.4545 AND REFERENCE ORDER #ZYBY1304

TOTAL ITEMS *2904 43*

DEPOSIT TICKET

STARBUCKS COFFEE COMPANY
STORE #11649
345 HUDSON ST

JPMORGAN CHASE BANK

11649 5602010221 777170515

\$ 2904.43

TransSource

DATE 11/30/10

DEPOSIT TICKET

	DOLLARS	CENTS
CURRENCY	204	
COIN		
CHECKS		
1		
2		
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DEPOSIT PREPARED BY CH

DEPOSIT VERIFIED BY MTA

PRINT NAME SCOTT MITCHELL

DEPOSIT BAG # 1216079415

TOTAL 2904 14

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

DEPOSIT TICKET

TO REORDER
CALL 1-888-790-4565
AND REFERENCE
ORDER #ZYBY1304

STARBUCKS COFFEE COMPANY
STORE #11649
345 HUDSON ST

JPMORGAN CHASE BANK

11649 0560201022 7771705151

CONFIDENTIAL

127602948

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$2904.43
DO NOT DISCARD UPON REMOVAL
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT: 11/30/10

Cash Management Log

DAY: Tuesday DATE: 11/30/10

SAFE COUNT

NAME	OPEN:		MID 1:		MID 2:		MID 3:		CLOSE: 6-30-10	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME									12PM	7:30
\$0.01									12.50	7.50
\$0.05									26	32
\$0.10									100	110
\$0.25									210	160
\$1.00									284	238
\$2.00									9	8
\$5.00									135	390
\$10.00									50	110
\$20.00									980	720
OTHER \$'s									0	0
Total Change Fund									1302	1191.50
# Tills/Total \$									Active	40200
# Till Drops									83	110
Cust. Recov. Cert.									18	18
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags									35	110
Comments:										

Report Store Operating Funds

Signature:

\$ Amount Entered:

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep	Deposit to Bank
Cash Controller: <u>Giselle Mitchell</u>	Taken By Cash Controller: <u>Giselle Mitchell</u>
Preparing Deposit: <u>Giselle Mitchell</u>	Date to Bank: <u>11/30/10</u>
Start Time: <u>2 PM</u>	Time to Bank: <u>2:12 PM</u>
Deposit Bag #: <u>127602948</u>	Deposit Bag #: <u>127602948</u>
Deposit Witness: <u>SD</u>	Banking Witness: <u>SD</u>
Deposit \$: <u>2904.43</u>	Bank Validated \$: <u>2904.43</u>
Completion Time: <u>2:12 PM</u>	Bank Validation Time: <u>2:40</u>
Change Order \$: <u>1070</u>	Change \$ Received: <u>1070</u>
Comments:	Comments:

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

*Banking Witness confirms that the cc initials, date and time of deposit to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:
Date:
Partner Name:
Register ID
Over/Short \$:
Comments:

PARTNER TILL AUDIT #2

Store Manager:
Date:
Partner Name:
Register ID
Over/Short \$:
Comments:

PARTNER TILL AUDIT #3

Store Manager:
Date:
Partner Name:
Register ID
Over/Short \$:
Comments:

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1530473	<u>[Signature]</u>	34131842	<u>[Signature]</u>	8:38
1530473	<u>[Signature]</u>	34131841	<u>[Signature]</u>	8:38

DM VERIFICATION

DM Signature:
Date Reviewed:
Comments:

PARTNER TIP REMOVAL (weekly)

PARTNER #:	1714040	INITIALS:	<u>[Signature]</u>
CC WITNESS (mandatory):	<u>[Signature]</u>	TIME:	12PM
DROP BAG #S:	34131837 • 33580290 34131827 • 34131844 34131838 • 34131837 33580288 • 33580289 33580287 • 34131827 33580289 • 33580288		

*Witness on tip drop removals must be the scheduled cash controller.

Cash Management Log

STORE COMMUNICATIONS

DAY - Wed

DATE - 12/1

*Yaneese 31st + 6th Ave 347-701-9080
 - Needs shifts can work until 4pm
 - 7AM - 4PM MON-FRI

Yaneese (-14.77)

T O/S (-10.28)

*adjusted T O/S (-9.28)

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Yee	59441991	WB	12:24pm
TLOH	59441995	WB	6pm

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Tasha	59442003	WB	6pm

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Marsha	59441989	WB	7:10pm
Loren	59441993	WB	12:25pm
Beth	59442001	WB	8:15

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Nirka / Yana	59442001	WB	4pm

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$-----
DO NOT DISCARD UPON REMOVAL DATE:-----
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

127602949

CHASE

CHASE

Special benefits for Chase checking customers! Take advantage of exclusive offers on many Chase products. To learn more visit chase.com/exclusives or talk to a banker today!

My Transaction Summary

CHASE

Transaction #137
Account Number Ending In: 0515
Checking Deposit \$3,184.85
Cash Amount \$3,184.85

Further review may result in delayed availability of this deposit

CHASE

JPMorgan Chase Bank, N.A.
Hudson Street, Branch 000243
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
12/01/2010 14:55

Business Date 12/01/2010
Session #67

Thank you - Yolanda
Cashbox #10

CHASE

VISIT CHASE.COM/EXCLUSIVES.

Restrictions and limitations apply
JPMorgan Chase Bank, N.A. Member FDIC.

INTRODUCING

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**BETTER
RATES**

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DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A

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INTRODUCING

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**BETTER
RATES**

**MORE
REWARDS**

TranSource®



STARBUCKS COFFEE COMPANY
STORE #11649
345 HUDSON ST

JPMORGAN CHASE BANK

DATE 12/09/10
DEPOSIT TICKET

	DOLLARS	CENTS
CURRENCY	3184	
COIN		85
CHECKS		
1		
2		
3		
4		
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20		

DEPOSIT PREPARED BY GRDEPOSIT VERIFIED BY RTNPRINT NAME GISELLE MITCHELLDEPOSIT BAG # 127602949TOTAL 3184 85

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

TO REORDER
CALL 1-888-750-4343
AND REFERENCE
ORDER #ZYBY1304

TOTAL
ITEMS

RECEIVED AND OTHER ITEMS ARE
NOT BE PROPOSED OF THE 10%
ANY APPLICABLE COLLECTION
BE AVAILABLE FOR REMITTANCE
INDIVIDUAL

DEPOSIT TICKET

11649 15602010225

77770515

\$

1164985

TranSource

DATE 12/10/10

DEPOSIT TICKET

	DOLLARS	CENTS
CURRENCY	21	84
COIN		
CHECKS		
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20		
DEPOSIT PREPARED BY <u>[Signature]</u>		
DEPOSIT VERIFIED BY <u>[Signature]</u>		
PRINT NAME <u>GRISSELLE MITCHELL</u>		
DEPOSIT BAG # <u>127602949</u>		
TOTAL	3184	85

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

TO REORDER
CALL 1-888-724-555
AND REFERENCE
ORDER #2481304

TOTAL
ITEMS

DEPOSIT TICKET

STARBUCKS COFFEE COMPANY
STORE #11649
345 HUDSON ST
JPMORGAN CHASE BANK

11649 11649 11649 11649 11649 11649 11649 11649 11649 11649

Cash Management Log

DAY: WED DATE: 12/01/10

SAFE COUNT

NAME	OPEN: <u>VUOYA</u>	MID 1:	MID 2:	MID 3:	CLOSE: <u>Guselle</u>	
SAFE COUNT	START	END	START	END	START	END
TIME	<u>6:50A</u>				<u>1:30</u>	<u>7:30</u>
\$0.01	<u>750</u>	<u>19.50</u>			<u>19.50</u>	<u>19.50</u>
\$0.05	<u>32</u>	<u>30</u>			<u>30</u>	<u>22</u>
\$0.10	<u>100</u>	<u>100</u>			<u>100</u>	<u>15</u>
\$0.25	<u>120</u>	<u>350</u>			<u>350</u>	<u>290</u>
\$1.00	<u>238</u>	<u>205</u>			<u>201</u>	<u>205</u>
\$2.00	<u>0</u>	<u>0</u>			<u>0</u>	<u>0</u>
\$5.00	<u>390</u>	<u>21100</u>			<u>1100</u>	<u>150</u>
\$10.00	<u>120</u>	<u>0</u>			<u>0</u>	<u>110</u>
\$20.00	<u>700</u>	<u>0</u>			<u>0</u>	<u>340</u>
OTHER \$'s	<u>16</u>	<u>0</u>			<u>0</u>	<u>0</u>
Total Change Fund	<u>1975</u>	<u>018000</u>			<u>1800</u>	<u>21915</u>
# Tills/Total \$	<u>6300</u>	<u>09000</u>			<u>21915</u>	<u>40000</u>
# Till Drops	<u>10</u>	<u>30</u>			<u>23</u>	<u>110</u>
Cust. Recov. Cert.	<u>18</u>	<u>18</u>			<u>18</u>	<u>18</u>
P-Card	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>
# Tip Bags	<u>20</u>	<u>40</u>			<u>25</u>	<u>610</u>
Comments:						

Report Store Operating Funds

Signature: _____

\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller	<u>Guselle Mitchell</u>	Taken By Cash Controller:	<u>Guselle Mitchell</u>
Preparing Deposit:	<u>2 PM</u>	Date to Bank:	<u>12/01/10</u>
Start Time:	<u>2 PM</u>	Time to Bank:	<u>2:40 PM</u>
Deposit Bag #:	<u>121602949</u>	Deposit Bag #:	<u>121602949</u>
Deposit Witness:	<u>SK</u>	Banking Witness:	<u>SK</u>
Deposit \$:	<u>3184.85</u>	Bank Validated \$:	<u>3184.85</u>
Completion Time:	<u>2:35 PM</u>	Bank Validation Time:	<u>2:55 PM</u>
Change Order \$:	<u>0</u>	Change \$ Received:	<u>0</u>
Comments:			

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
<u>1530473</u>	<u>[Signature]</u>	<u>34131843</u>		<u>8:15</u>
<u>1530473</u>	<u>[Signature]</u>	<u>34131828</u>		<u>8:15</u>

PARTNER TIP REMOVAL (weekly)

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #S:			

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

*Witness on tip drop removals must be the scheduled cash con'

Cash Management Log

STORE COMMUNICATIONS

DAY - THURSDAY

DATE -

12/02/10

Good Morning the pastry case
was smoking so the facility told
me to turn it off the
breaker switch is in the back
I took out all the
sandwiches. Thank you
LH

LI (-31.26) ~~SM~~KV (-6.25) ~~SM~~BS (-8.72) ~~SM~~

TOS (-37.77)

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Serenity	5944200	SM	7:00

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Sarah	5944201	SM	7:00
Giselle	5944201	SM	7:00

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Nicole	5944200	SM	7:00
Karen	5944199	SM	12:09
Ben	5944197	SM	7:00

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Troy	5944201	SM	7:00

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

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My Transaction Summary

Transaction #173
Account Number Ending In: 0515
Checking Deposit \$2,877.67
Cash Amount \$2,877.67

Further review may result in delayed availability of this deposit

.....
JPMorgan Chase Bank, N.A.
Hudson Street, Branch 000243
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
12/06/2010 14:09

Business Date 12/06/2010
Session #67

Thank-you - Carlos
Cashbox #01

VISIT CHASE.COM/EXCLUSIVES

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JPMorgan Chase Bank, N.A. Member FDIC

INTRODUCING

CHASE EXCLUSIVESSM

**BETTER
RATES**

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A

CHASE CHECKING CUSTOMER

TALK TO A BANKER TODAY OR

VISIT CHASE.COM/EXCLUSIVES

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INTRODUCING

CHASE EXCLUSIVESSM

**BETTER
RATES**

**MORE
REWARDS**

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$ 2877.67
DO NOT DISCARD UPON REMOVAL DATE: 12/2/10
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

127603063

TranSource®

DATE 12/2/10

DEPOSIT TICKET

	DOLLARS	CENTS
CURRENCY	2877	
COIN		67
CHECKS		
1		
2		
3		
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DEPOSIT PREPARED BY STX

DEPOSIT VERIFIED BY NIA

PRINT NAME Seven, Lyndall

DEPOSIT BAG # 127603063

TOTAL 2877 67

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

DEPOSIT TICKET

TO REORDER
CALL 1-888-750-5545
AND REFERENCE
ORDER#ZYB11504

TOTAL ITEMS 17

CHECKS AND OTHER ITEMS ARE NOT TO BE RETURNED TO THE
CASHIER. COMMERCIAL, LOAN OR
OTHER CHECKS MUST BE
APPROVED BY THE BANK
MANAGER FOR DEPOSIT.

STARBUCKS COFFEE COMPANY
STORE #11649
345 HUDSON ST
JPMORGAN CHASE BANK

111649 15602010221 777170515

\$ 2877.67

TranSource

DATE 12/2/10

DEPOSIT TICKET

DOLLARS		CENTS
CURRENCY	2877	
COIN		67
CHECKS	LIST EACH SEPARATELY	
1		
2		
3		
4		
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17		
18		
19		
20		

DEPOSIT PREPARED BY [Signature]

DEPOSIT VERIFIED BY NIA

PRINT NAME Sevinity Marshall

DEPOSIT BAG # 127603063

TOTAL 2877 67

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

TOTAL ITEMS 77

TO REORDER CALL 1-888-209-5545 AND REFERENCE ORDER #ZYBY1304

STARS COFFEE

STARBUCKS COFFEE COMPANY
STORE #11649
346 HUDSON ST

JPMORGAN CHASE BANK

11564911 15602010721 727170515

\$ 2877.67

DEPOSIT TICKET

Cash Management Log DAY: Thursday DATE: 12/02/10

SAFE COUNT											
NAME	OPEN: <u>10:10</u>		MID 1:		MID 2:		MID 3:		CLOSE: <u>Giselle</u>		
SAFE COUNT	START	END	START	END	START	END	START	END	START	END	
TIME	<u>6:00 AM</u>	<u>14:00 PM</u>							<u>1:30 PM</u>	<u>7 PM</u>	
\$0.01	<u>1850</u>	<u>23</u>							<u>23</u>	<u>21</u>	
\$0.05	<u>22</u>	<u>22</u>							<u>22</u>	<u>14</u>	
\$0.10	<u>75</u>	<u>15</u>							<u>115</u>	<u>105</u>	
\$0.25	<u>290</u>	<u>370</u>							<u>370</u>	<u>340</u>	
\$1.00	<u>205</u>	<u>23</u>							<u>225</u>	<u>205</u>	
\$2.00	<u>0</u>	<u>0</u>							<u>0</u>	<u>0</u>	
\$5.00	<u>245</u>	<u>140</u>							<u>1050</u>	<u>845</u>	
\$10.00	<u>110</u>	<u>10</u>							<u>10</u>	<u>110</u>	
\$20.00	<u>340</u>	<u>100</u>							<u>180</u>	<u>160</u>	
OTHER \$'s	<u>0</u>	<u>0</u>							<u>0</u>	<u>0</u>	
Total Change Fund	<u>1850</u>	<u>1803</u>							<u>1017</u>	<u>1800</u>	
# Tills/Total \$	<u>40000</u>	<u>0000</u>							<u>0100</u>	<u>40200</u>	
# Till Drops	<u>15</u>	<u>20</u>							<u>23</u>	<u>200</u>	
Cust. Recov. Cert.	<u>18</u>	<u>18</u>							<u>18</u>	<u>18</u>	
P-Card	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	
# Tip Bags	<u>0</u>	<u>0</u>							<u>43</u>	<u>170</u>	
Comments:	<u>took out \$3.50</u>								<u>took out \$117</u>		

Report Store Operating Funds

Signature: _____

\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller:	<u>SM</u>	Taken By Cash Controller:	<u>SM</u>
Preparing Deposit:	<u>SM</u>	Date to Bank:	<u>12/3</u>
Start Time:	<u>3:40 PM</u>	Time to Bank:	<u>2 PM</u>
Deposit Bag #:	<u>127603063</u>	Deposit Bag #:	<u>127603063</u>
Deposit Witness:	<u>SM</u>	Banking Witness:	<u>SM</u>
Deposit \$:	<u>2877.67</u>	Bank Validated \$:	<u>2877.67</u>
Completion Time:	<u>6:19 PM</u>	Bank Validation Time:	<u>3:09 PM</u>
Change Order \$:	<u>0</u>	Change \$ Received:	<u>0</u>
Comments:	_____	Comments:	_____

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	_____
Date:	_____
Partner Name:	_____
Register ID	_____
Over/Short \$:	_____
Comments:	_____

PARTNER TILL AUDIT #2

Store Manager:	_____
Date:	_____
Partner Name:	_____
Register ID	_____
Over/Short \$:	_____
Comments:	_____

PARTNER TILL AUDIT #3

Store Manager:	_____
Date:	_____
Partner Name:	_____
Register ID	_____
Over/Short \$:	_____
Comments:	_____

PARTNER TIP DROP LOG

PARTNER #	INITIALS	DROP BAG #	WITNESS (mandatory)	TIME
<u>160314</u>	<u>SM</u>	<u>32131829</u> <u>32131836</u>	<u>SM</u>	<u>8:30 PM</u>

PARTNER TIP REMOVAL (weekly)

PARTNER #	INITIALS	TIME
CC WITNESS (mandatory)	_____	_____
DROP BAG #S:		

*Witness on tip drop removals must be the scheduled cash controller.

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

TranSource

DATE 12/3/10

DEPOSIT TICKET

	DOLLARS	CENTS
CURRENCY	2929	
COIN		99
CHECKS		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

DEPOSIT PREPARED BY [Signature]

DEPOSIT VERIFIED BY NIA

PRINT NAME Scerity

DEPOSIT BAG # 127605064

TOTAL 2929 99

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED

DEPOSIT TICKET

TO REORDER
CALL 1-888-750-4545
AND REFERENCE
ORDER #ZEB71304

TOTAL ITEMS 7

RECEIVED FOR DEPOSIT
TO THE COMMISSION OF THE U.S.
AND ANNUAL COLLECTION
NOT AVAILABLE FOR IMMEDIATE
REDEMPTION

STARBUCKS COFFEE COMPANY
STORE #11649
345 HUDSON ST

JPMORGAN CHASE BANK

11649 15602010221 7771705151

\$ 2929.99

TranSource

DATE 12/3/10

DEPOSIT TICKET

	DOLLARS	CENTS
CURRENCY	2929	
COIN		99
CHECKS		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

DEPOSIT PREPARED BY [Signature]

DEPOSIT VERIFIED BY [Signature]

PRINT NAME DELOPE

DEPOSIT BAG # 127603061

TOTAL 2929 99

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED

STARBUCKS COFFEE COMPANY
STORE #11649
345 HUDSON ST

JPMORGAN CHASE BANK

TO REORDER:
CALL 1-888-254-4445
AND REFERENCE
ORDER #ZBY1304

DEPOSIT TICKET

2929 99

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$2929.49
DO NOT DISCARD UPON REMOVAL DATE: 12/3/10
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

127603064

ASEQ CHASEO CHASEO CHASEO CHA

Special benefits for Chase checking customers! Take advantage of exclusive offers on many Chase products. To learn more visit chase.com/exclusives or talk to a banker today!

My Transaction Summary

Transaction #172
Account Number Ending In: 0515
Checking Deposit \$2,933.51
Cash Amount \$2,933.51

Further review may result in delayed availability of this deposit

JPMorgan Chase Bank, N.A.
Hudson Street, Branch 000243
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
12/05/2010 14:09

Business Date 12/06/2010
Session #67

Thank you - Carlos
Cashbox #01

**BETTER
RATES**

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A

CHASE CHECKING CUSTOMER

TALK TO A BANKER TODAY OR

VISIT CHASE.COM/EXCLUSIVES

Restrictions and limitations apply.

JPMorgan Chase Bank, N.A. Member FDIC.

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**BETTER
RATES**

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A

CHASE CHECKING CUSTOMER

TALK TO A BANKER TODAY OR

Cash Management Log

DAY - Friday DATE - 12/03/10

SAFE COUNT

SAFE COUNT										
NAME	OPEN: 1605		MID 1:		MID 2:		MID 3:		CLOSE: 3:52	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	6:29pm	13:00pm							8:30	
\$0.01	21	17							1650	1650
\$0.05	14	10							10	08
\$0.10	105	80							50	50
\$0.25	340	2100							260	220
\$1.00	205	164							164	126
\$2.00	8	8							530	210
\$5.00	845	530							120	290
\$10.00	110	120							620	580
\$20.00	160	1620							8	8
OTHER \$'s	8	8							180.50	180.50
Total Change Fund	1800	1801							active	active
# Tills/Total \$	6200	active							835	270
# Till Drops	10	3							18	16
Cust. Recov. Cert.	18	18							Y/N	Y/N
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags	10	105							68	240
Comments:										

Report Store Operating Funds

Signature: _____

\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller		Taken By Cash Controller:	SM
Preparing Deposit:	SM	Date to Bank:	12/3
Start Time:	1pm	Time to Bank:	2pm
Deposit Bag #:	127603064	Deposit Bag #:	127603064
Deposit Witness:	SM	Banking Witness:	SM
Deposit \$:	2929.49	Bank Validated \$:	2923.91
Completion Time:	1:52p	Bank Validation Time:	3:09p
Change Order \$:	0	Change \$ Received:	0
Comments:		Comments:	+ \$4

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS	DROP BAG #	WITNESS (mandatory):	TIME
1530473	SM	14131835	SM	8:30
1530473	SM	24131834	SM	8:30

PARTNER TIP REMOVAL (weekly)

PARTNER #	INITIALS
CC WITNESS (mandatory)	TIME
DROP BAG #S:	

*Witness on tip drop removals must be the scheduled cash controller.

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

Cash Management Log

STORE COMMUNICATIONS

DAY -

Sat

DATE -

12/4

O/S +127

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
North	59442029	NB	4PM

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

127603065

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$ 2819.25
DO NOT DISCARD UPON REMOVAL DATE: 6/26/10
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

5E0 CHASE CHASE CHASE CHAS

Special benefits for Chase checking customers! Take advantage of exclusive offers on many Chase products. To learn more visit chase.com/exclusives or talk to a banker today!

My Transaction Summary

Transaction #171
Account Number Ending In: 0515
Checking Deposit \$2,819.25
Cash Amount \$2,819.25

Further review may result in delayed availability of this deposit

.....
JPMorgan Chase Bank, N.A.
Hudson Street, Branch 000243
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
12/06/2010 14:09

Business Date 12/06/2010
Session #67

Thank you - Carlos
Cashbox #01

REWARDS

**BIGGER
DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A

CHASE CHECKING CUSTOMER

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INTRODUCING

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**BETTER
RATES**

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A

CHASE CHECKING CUSTOMER

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VISIT CHASE.COM/EXCLUSIVES

Restrictions and limitations apply

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INTRODUCING

CHASE EXCLUSIVESSM

TranSource

DATE 12/03/10

DEPOSIT TICKET

	DOLLARS	CENTS
CURRENCY	2819	
COIN		25
CHECKS		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

DEPOSIT PREPARED BY N. Balbuena

DEPOSIT VERIFIED BY B

PRINT NAME N. Balbuena

DEPOSIT BAG # 127603005

TOTAL 2819 25

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

DEPOSIT TICKET

TO REORDER
CALL 1-888-450-4345
AND REFERENCE
ORDER #21BY1304

TOTAL ITEMS 5

DEPOSIT TICKET

STARBUCKS COFFEE COMPANY
STORE #11649
345 HUDSON ST

JPMORGAN CHASE BANK


11:56:49 AM 12/03/2010 777.705151

\$ 2819.25

TranSource®

DATE 7/2/03/10

DEPOSIT TICKET



STARBUCKS COFFEE COMPANY
STORE #11649
346 HUDSON ST

JPMORGAN CHASE BANK

CURRENCY		DOLLARS	CENTS
COIN		2819	25
CHECKS (SEE EACH SEPARATELY)			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

DEPOSIT PREPARED BY M. Balbun
DEPOSIT VERIFIED BY B.A.
PRINT NAME N. Balbun
DEPOSIT BAG # 1127602265

TOTAL

2819.25

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENCASED.

\$ 2819.25

TOTAL ITEMS 1

NO CASH TENDERS
RECEIVED FOR DEPOSITORS ARE
FROM COUNTRIES OF THE EURO
AND AMERICAN COUNTRIES
WE WILL ACCEPT COLLECTION
WE WILL ACCEPT COLLECTION
INTERNATIONAL

DEPOSIT TICKET

Cash Management Log

DAY: DATE - 12/8/10

SAFE COUNT

NAME	OPEN:	MID 1:	MID 2:	MID 3:	CLOSE:					
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	8:02	12:10								
\$0.01	1650	17								
\$0.05	8	8								
\$0.10	50	50								
\$0.25	270	210								
\$1.00	126	125								
\$2.00	0	0								
\$5.00	210	110								
\$10.00	880	880								
\$20.00	880	980								
OTHER \$'s	0	0								
Total Change Fund	1805	1800								
# Tills/Total \$	4200	4200								
# Till Drops	108	08								
Cust. Recov. Cert.	18	18								
P-Card	0/N	0/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags	88	88								
Comments:										

Report Store Operating Funds

Signature:

\$ Amount Entered:

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep	Deposit to Bank
Cash Controller: N. Balbuena	Taken By Cash Controller: SK
Preparing Deposit: 1:04pm	Date to Bank: 12/6
Start Time: 1:04pm	Time to Bank: 3pm
Deposit Bag #: 127603065	Deposit Bag #: 127603065
Deposit Witness: 18	Banking Witness: 18
Deposit \$: 2819.25	Bank Validated \$: 2819.25
Completion Time: 1:26pm	Bank Validation Time: 3:09pm
Change Order \$: 0	Change \$ Received: 0
Comments:	Comments:

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:
Date:
Partner Name:
Register ID
Over/Short \$:
Comments:

PARTNER TILL AUDIT #2

Store Manager:
Date:
Partner Name:
Register ID
Over/Short \$:
Comments:

PARTNER TILL AUDIT #3

Store Manager:
Date:
Partner Name:
Register ID
Over/Short \$:
Comments:

PARTNER TIP DROP LOG

PARTNER #	INITIALS	DROP BAG #	WITNESS (MANDATORY)	TIME
1609344	Bj	34131831	NS	4:30pm

PARTNER TIP REMOVAL (weekly)

PARTNER #	INITIALS	TIME
CC WITNESS (mandatory):		
DROP BAG #S:		

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

*Witness on tip drop removals must be the scheduled cash controller.

Cash Management Log

STORE COMMUNICATIONS

DAY -

DATE -

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

Cash Management Log

DAY- _____ DATE - ____/____/____

SAFE COUNT

NAME	OPEN:		MID 1:		MID 2:		MID 3:		CLOSE:	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME										
\$0.01										
\$0.05										
\$0.10										
\$0.25										
\$1.00										
\$2.00										
\$5.00										
\$10.00										
\$20.00										
OTHER \$'s										
Total Change Fund										
# Tills/Total \$										
# Till Drops										
Cust. Recov. Cert.										
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags										
Comments:										

Report Store Operating Funds

Signature: _____

\$ Amount Entered: _____

*Attach validated deposit slip/courier slip and deposit bag receipt to this sheet***DEPOSIT INFORMATION**

Deposit Prep		Deposit to Bank	
Cash Controller:		Taken By Cash Controller:	
Preparing Deposit:		Date to Bank:	
Start Time:		Time to Bank:	
Deposit Bag #:		Deposit Bag #:	
Deposit Witness:		Banking Witness:	
Deposit \$:		Bank Validated \$:	
Completion Time:		Bank Validation Time:	
Change Order \$:		Change \$ Received:	
Comments:			

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS	DROP BAG #	WITNESS (mandatory)	TIME

PARTNER TIP REMOVAL (weekly)

PARTNER #		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #'S:			

*Witness on tip drop removals must be the scheduled cash controller.

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

CASH MANAGEMENT TROUBLESHOOTING

ISSUE: Till is short opening fund when CC counts down drawer after final use.

Possible Causes:

- Drop box funds were not pulled.
- Drop box swept and till drop made without realization that till would not be used again that day.
- Paid Out brought drawer below opening funds.
- Register partner dropped funds in wrong drop box.

Solution:

1. Verify drop box funds were pulled (do not mix funds from other Register ID's).
2. Calculate funds needed to bring till to opening fund (whole \$ amount only) and remove that amount from change bank.
3. **Record removal of funds (\$ amount and Register ID (#, Top/Bottom)) on Comments section of Safe Count Log.**
4. The shortage in the change bank must be corrected when the deposit is prepared.

NEXT DAY:

1. Before beginning to prepare the deposit, to balance the change bank, review Comments section of the Safe Count Log from the previous day to determine which Register ID was associated with the change bank shortage.
2. Remove funds from the last logged till drop bag of that Register ID and place funds in the change bank to return it to the correct amount.
3. **Record removal of funds (\$ amount and Register ID (#, Top/Bottom)) on the Comments section of the Deposit Prep Log.**

ISSUE: Unassigned till is over opening funds.

Possible Causes:

- Drop box funds were not pulled the last time the till was closed.
- Till drop was made without realization that the till would not be used again that day.
- Funds were dropped from another till in this till's drop box.

Solution:

1. Using the cash scale in cash calculator mode return the till to opening fund.
2. Refer to the Till Drop Log to determine which partner was the last to use that Register ID.
3. Place extra funds in till drop bag and record Register ID (#, Top/Bottom), the final register partner's name, and "extra funds drop" on the till drop bag.
4. Record till drop bag in the correct Till Drop section per normal.

NEXT DAY:

1. When preparing the deposit combine the contents of the two drop bags before entering that partner's till funds at the MWS.

ISSUE: Forgot to pull drop box funds and sales media before next register partner begins ringing transactions.

Possible Cause: Drop box funds and sales media not pulled by CC before next register partner begins to ring transactions.

Solution:

1. As soon as possible, pull drop box funds and sales media and prepare a till drop per normal.
2. Make a note on the till drop bag that funds/sales media were pulled late.

ISSUE: There are no drop box funds/sales media to pull and drop after register partner closes till.

Possible Cause: Register partner rang very few transactions and received no 20's or sales media.

Solution:

1. Even though there are no funds or sales media to drop, prepare a till drop bag per normal, placing the Closing Register Receipt in the bag.
2. Record the till drop bag on the Till Drop Log under the appropriate Register ID (#, Top/Bottom) and secure the till drop bag in the safe.

ISSUE: "undocumented till drop bag" Till drop bag in safe; not logged on Till Drop Log; no till assignment listed on MWS.

Possible Causes:

- Till drop not recorded when a drawer overage was found and dropped.
- Change bank was over during safe count and overage was removed to balance safe.
- Funds were discovered FOH and were dropped without documentation.

Solution:

1. Look for any documentation on CML, on or inside bag (Register ID or Closing Register Receipt) to indicate source of funds.
2. If funds belong to an identified partner combine the contents of the two drop bags before entering that partner's till funds at the MWS.
 - If the partner had two till assignments, combine the contents of the two drop bags that are from the same Register ID before entering that partner's till funds at the MWS.

NOTE: If the Register ID is unknown, combine the contents of the undocumented till drop bag to one of the identified partner's till drop bags before entering that partner's till funds at the MWS. This will create an overage in one of the partner's Register ID Drawer O/S and a shortage in the partner's other Register ID Drawer O/S. These two Drawer O/S should balance each other out.

3. If funds belong to a Register ID but no partner is identified, combine the contents of the undocumented till drop bag with the contents of the till drop bag of the final partner assigned to that Register ID before entering that partner's till funds at the MWS.
4. If funds can not be matched to a partner or Register ID, the funds will be added to the deposit total after all other till drop bags have been processed and accepted.
5. **After adjusting the deposit total to include the undocumented till drop bag funds make a note in the Deposit Prep section Comments box. Notify Sales Audit (Explain Over/Short to Sales Audit).**

ISSUE: Consolidated till drop bag funds do not match MWS deposit total:

Possible Cause:

- A data entry error was made when entering funds at the MWS during the recount process.
- A till assignment was not Accepted (Y) on the MWS deposit screen.
- An error was made when counting funds.

Solution:

1. Recount consolidated deposit funds using the cash scale in cash calculator mode.
2. Verify that all till assignments have been Accepted (Y) on the MWS deposit screen.
3. Adjust deposit total to match actual funds on hand and accept deposit.
4. **Make a note in the Deposit Prep section Comments box of the deposit adjustment amount. Notify Sales Audit (Explain Over/Short to Sales Audit).**

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Week 10
Dec 6 - 12

Cash Management Log Policies, Standards & Procedures

The Cash Management Log must be completed each day. Print legibly and complete in pen.
Store operating funds and tip funds must be secured at all times.

Till Drop Procedure (Cash Controller):

1. Record register partner's name, Register ID (#, Top/Bottom), date and CC initials on till drop bag.
2. Place funds from drop box, sales media from POS drawer and Closing Register Receipt in till drop bag. Seal till drop bag.
3. Record register partner name, entire till drop bag #, CC initials and time on the matching Register ID section of the Till Drop Log.
4. Secure till drop bag in inner compartment of safe, behind door 2.

Final Use Till Count Procedure (Cash Controller):

1. Remove till, sales media from POS drawer, funds from drop box and Closing Register Receipt.
2. Count down combined funds from till and drop box using cash scale in cash calculator mode.
3. Remove funds in excess of opening fund amount, leaving opening fund amount in till.
4. Follow Till Drop Procedure to secure excess funds, sales media and closing register receipt.
5. Secure till with verified opening fund in POS drawer or safe.

Safe Count Procedure (Cash Controller):

The safe must not be left open and unattended.

The safe must not be opened or the time delay set during the first 30 minutes and the last 30 minutes of customer operations.

Only the Cash Controller may set and access the safe.

Complete and record an accurate physical "start" count when accepting the cash controller keys and an "end" count when passing the cash controller keys to the next cash controller or counting out at the end of day.

1. Record CC initials and start or end count time on the Safe Count Log.
2. Count and record change fund amount, opening till fund amounts, # of till drops, # of Customer Recovery certificates, PCard, and # of tip drops.

NOTE: Lock Out Period Safes: When completing a safe count during the Lockout Period (3pm-8am) record "N/A" or "Locked Out" in the number of till and tip drop section of the safe count. All safe counts occurring outside of the lockout period (8am-3pm) must include an actual physical count of all till and tip drop bags.

Deposit Log (Cash Controller):

NOTE: Procedures for preparing the deposit and transporting the deposit to the bank are located in the Store Operations manual section 4 Cash Control.

The deposit must be prepared and transported to the bank every day.

The deposit must be prepared after 8am and must be transported to the bank by 3pm.

The deposit must be taken inside the bank for processing if the bank is open. The weekend depository box must only be used if the bank is closed.

Deposit Prep Section Procedure:

1. Record the start time and CC initials in the Deposit Prep section on the date the deposit is processed.
2. Record deposit \$, deposit bag # and completion time.
3. Deposit Witness records their initials after confirming that the CC initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in the Deposit Prep section.
4. Secure sealed deposit bag in inner compartment of safe, behind door 2, if not immediately transported to bank.

Deposit to Bank Section Procedure:

1. Record CC name taking deposit to bank, date to bank, time to bank and deposit bag # in the Deposit to Bank section on the date the deposit is processed.
2. Banking Witness records their initials after confirming that the CC initials, date and time of the CC departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.
3. Record validated deposit amount and validated time on Deposit to Bank section and attach validated deposit slip after returning from the bank or when the deposit slip has been retrieved for deposits made through the weekend depository.

Till Audit Procedure (Store Manager):

A minimum of two random till audits must be performed each week.

1. Follow steps 1-4 of Final Use Till Count.
2. Record SM name, date, register partner's name and Register ID on Partner Till Audit Log. Over/short will be recorded when deposit is prepared.
3. Secure till with verified opening fund in POS drawer or safe.
4. Ensure over/short is recorded after deposit is prepared on following day.

Report Store Operating Funds Procedure (Store Manager):

The Store Operating Funds (change bank and till bank) must be physically verified and updated on the MWS each week.

1. From the MWS select "Manager Menu", "Daily Bookkeeping Menu", "Report Store Operating Funds"
2. F1 - to Count Change/Till Bank Funds. Enter the amount of money actually in the Change and Till Bank in the two fields "Total Change Bank" and "Total Assigned/Unassigned Tills". Record the total on the Cash Management Log under "Report Store Operating Funds" and sign off.
3. Upon completion of entering the funds amounts press "F1" to Save and then "F7" to Quit.

Tip Drop Procedure (all partners):

Tip funds must be secured at all times.

1. Remove tip funds from plexi, place funds in a tip drop bag and seal tip drop bag.
2. Record date on tip drop bag.
3. Record partner #, initials, and entire tip drop bag # on the Tip Drop Log.
4. Secure tip drop bag in inner compartment of safe, behind door 2.
5. Witness records their initials and time after verifying the tips have been secured in the safe.

Tip Drop Removal Procedure

1. Remove tip drop bags from inner compartment of safe (cash controller).
2. Record entire tip drop bag # for each tip drop bag on Partner Tip Removal Log.
3. Record CC initials as Witness and time.
4. Transfer tip drop bags to partner processing tips.
5. Partner receiving tip drop bags records partner # and initials after verifying tip drop bag #'s.

Accountability and Duty to Report

Failure to comply with cash management log policy endangers partner safety. Acts in violation or omissions of policy are grounds for disciplinary action up to and including termination. Uncorrected or continuing violations must be reported to management, your local Partner Resources generalist or the Standards of Business Conduct Helpline at 800/611-7792.